



## **Solicitation Information**

**RFP # 7461219**

**TITLE: Design Services for Heating, Ventilation, and Air Conditioning (HVAC) Upgrades at the MET Center, Providence**

**SUBMISSION DEADLINE: Friday March 15, 2013 AT 11:00 AM (EST)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes, DATE: 2/28/13, TIME: 9:00 AM (EST)**  
**Mandatory: YES**  
**Location: The Metropolitan Regional Career and Technical Center, Café, 325 Public Street, Providence, Rhode Island 02905.**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **3/5/13 at 12:00pm (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Thomas Bovis**  
**Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**Note to Vendors:**

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **Design Services for HVAC Upgrades at the Met Center**

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS**

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE), is requesting proposals from qualified vendors to provide Design Services for HVAC Upgrades at the Met Center, in accordance with the terms of this solicitation and the General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

This is a Request for Proposal not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this request, other than to name those offerors who have submitted proposals.

Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All cost associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Offeror. The State assumes no responsibilities for this cost.
4. Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All prices submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibilities for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontractors are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractors) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security Number as evidenced by a Form W-9, downloadable from the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases' website on a regular basis, as additional information or changes relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential Offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1 Declaration of policy - (a) Equal opportunity and affirmation action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-2040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal often percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or by email at [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).
15. RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.
16. ARRA SUPPLEMENTAL TERMS AND CONDITIONS  
For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

An "Original" Proposal plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page); other details including personnel, experience, and qualifications data may be provided. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

**Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer's actual cost incurred x 1.04.**

**Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.**

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind TAB 1 of each copy of the Proposal.

An offerer who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind TAB 1 of each copy of the Proposal.

To acquire a Rhode Island registration(s) and Certificate of Authorization the Board of Design Professionals can be contacted as follows:

Board for Design Professionals  
One Capitol Hill (3<sup>rd</sup> Floor)  
Providence, RI 02908-5860  
Tel: 401-222-2565  
Fax: 401-222-5744 \\  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Proposals to provide the required services must be received by the Division of Purchases on or before Friday February 1, 2013 at 11:00 am (EST). Responses (**a clearly marked original** plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked "**RFP NUMBER: 7461219**" to:

**RI Dept of Administration  
Division of Purchases, 2<sup>nd</sup> floor One Capitol  
Hill Providence, RI 02908**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am. It is recommended that you send your submission to arrive at least one day early)**

### **BACKGROUND/OVERVIEW**

The HVAC equipment at the State-owned Metropolitan Regional Career and Technical Center's (Met Center) Public Street campus was installed and commissioned in 2000-2001. Over the years, due to the "value engineering" of the system's original design and balancing, many of the controls and systems do not work together efficiently. The mechanical system's "useful" life which is typically, twenty five years, has been greatly reduced due to these control issues; in fact some units run 24/7 regardless of the controls. Over the years, measures have been taken to re-commission and correct these issues and many lower cost repairs have been completed, which resulted in some improvement to the systems, however heating, cooling and more importantly, air quality issues still exist. Despite these actions, the current mechanical systems have above average operating costs as well as rising repair costs and more frequent equipment failures.

The goal is to execute a project that will replace outdated, inefficient HVAC equipment, controls and related energy components and systems; prolong the useful life of the existing HVAC system; gain additional operational savings by replacing existing equipment with energy efficient equipment; and implement and install state of the art "green" equipment and systems to create a more comfortable, healthy and safe learning environment for students, staff, and visitors. In addition, the Design Services for HVAC Upgrades must be phased over two summers as installation and repairs cannot occur while the buildings are occupied by students and staff. The Rhode Island Capital Budget has allocated \$2,500,000 for this project spread over three fiscal years: \$833,333 in FY 14, \$833,333 in FY 14 and \$833,333 in FY 15.

The Vendor selected under this solicitation will be subject to the state's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), RIDE's School Construction Regulations (<http://www.ride.ri.gov>), the Northeast Collaborative for High Performing Schools protocol, and the terms of this request.

### **SCOPE OF THE WORK**

For this project, analyze and determine the deficiencies of the HVAC systems of each building and recommend various new systems, provide bid, engineered plans and construction documents for the accepted best design. Provide complete professional design and related other services including, but not limited to:

1. Plans and Specifications
2. Shop drawings and product data review and approval
3. Periodic site visits throughout the construction period for monitoring of conformance to design intent and requirements
4. Attendance at any/all job site meetings
5. Design Services relating to the Value Engineering/Cost savings process
6. Coordination of design with all City and State government agencies having jurisdiction as related to building codes, zoning, environment, etc... including any pre-construction reviews and approvals.
7. Analysis of alternatives and substitutions developed during design, bidding, and award stages to maintain budget

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with the National Grid Company to achieve any costs reductions possible through the company's rebate program for energy efficient design.

The selected vendor is advised that their contract will be with the State of Rhode Island and that coordination and supervision will be by the Rhode Island Department of Education and the Met Center. RIDE will review the project at the Schematic Design, Design Development and Construction Document phases. Vendor must receive approval from RIDE prior to commencing with the next phase.

In general, applicants must have excellent written and oral communications skills; the ability to interact effectively with a wide variety of constituencies; and Northeast Collaborative of High Performing Schools (NECHPS) protocol knowledge. Respondents must also be able to cope with a high degree of variety of work, manage complex and demanding activities, meet agreed-upon timelines, and work independently.

The successful respondent shall be solely responsible for meeting all terms and conditions specified in the Request for Proposal and any resulting contract. The Rhode Island Department of Administration shall reserve the right to clarify terms and conditions of any proposal submitted. The respondent recommended for this award will be notified by the Department of Administration.

### **PROJECT SCHEDULE**

Bidding documents should be ready by April 1, 2013.

Construction: June 2013 through September 2013 and June 2014 to September 2014.

The schedule will be finalized before contract execution.

### **COST PROPOSAL**

The fee proposal submittal will be a Lump Sum. The lump sum fee shall not be adjusted because of variation of bid price from budget estimates, for change order work, award to more than one contractor, nor for extended duration of construction time.

The lump sum fee as proposed is to be inclusive of the following elements:

- A. Architectural and/or engineering services
- B. All technical services necessary to complete plans and specification (i.e. structural, mechanical, electrical, civil, environmental, hazardous material abatement, biological, acoustical, etc.)
- C. Any other specialty consultant that the firm needs to complete its design in conformance with NECHPS
- D. Any and all travel related to this project
- E. Professional Liability Insurance shall be limited to the project value – construction cost plus design fee with a minimum liability of \$500,000

#### Payment

No initial retainer will be paid upon signing the contract and the established fee will be proportioned accordingly:

A. Schematic Design	20%
B. Design Development	20%
C. Construction Document Phase	25%
D. Bidding and Negotiation Phase	5%
E. Construction Phase	30%

**NOTE: Other State-Owned Career and Technical Centers, not listed herein, may wish to take advantage of this procurement at a later date and receive Design Services for their HVAC systems. Respondents should provide a pricing model that provides fixed tiered pricing for additional Career and Technical Centers based on the total value of the project.**

<b>Project Cost \$0-\$800,000</b>	<b>Fix Lump Sum of _____</b>
<b>Project Cost \$800,001-\$1,200,000</b>	<b>Fix Lump Sum of _____</b>
<b>Project Cost \$1,200,001-\$1,800,000</b>	<b>Fix Lump Sum of _____</b>
<b>Project Cost \$1,800,001-\$2,500,000</b>	<b>Fix Lump Sum of _____</b>
<b>Project Cost \$2,500,001-\$3,000,000</b>	<b>Fix Lump Sum of _____</b>

#### **EVALUATION AND SELECTION CRITERIA:**

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the Technical review Committee and answer questions. The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

## 1) RESPONSES:

- a) Responses will be evaluated in two parts. Part One is a Technical proposal and Part Two is a Professional Fee proposal. Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation.
- b) **Part One: Technical Proposal Submission (60 Total Points Available)**, will be evaluated on the following criteria:
1. Staff Qualifications/Experience **(20 points)**.
    - Describe your general experience as well as experience and qualifications with projects of similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project team.
  2. Organizational Capacity **(10 points)**
    - Provide a brief summary of the history, goals, and key achievements of you/your organization related to the purpose and priorities of this solicitation.
    - Submit an organizational chart if one is available. Provide a summary of you/your organization's overall budget and describe you/your organization's capacity to manage projects.
    - Current workload and written commitment to meet time schedule
  3. Project Plan **(30 points)**
    - Describe your understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.
- c) **Part 2: Cost Proposal (40 Total Points Available)**- All Offerors must receive a minimum score of 50 points on the Technical proposal submission. Offerors not scoring at least 50 points will not be considered further.
1. A Professional Fee proposal **must** be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal will represent **40** points for a possible total score of 100 points.
  2. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and expected reimbursables.



**3. The Professional Fee proposal will provide a total fixed cost for the entire project as a Lump Sum price. THIS SHALL BE A FIXED FEE (DOLLAR AMOUNT), which INCLUDES, as a separate line item, expected reimbursables.**

**4. ALL WORK INDICATED IN THIS RFP MUST BE INCLUDED and A LUMP SUM FIXED FEE (DOLLAR AMOUNT) must be provided, or the bid will be rejected as being non-responsive.**

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications / Experience	20 Points
Organizational Capacity	10 Points
Project Plan	30 Points
Cost [ calculated as the lowest cost divided by this cost times 30 points]	40 Points
<b>Total Possible Points</b>	<b>100 Points</b>

### **PRE-SUBMISSION QUESTIONS**

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases (the email address is found on page 1 of this solicitation) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

### **PROPOSAL SUBMISSION**

- a) Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked with the **RFP number** (found on page 1 of this solicitation) and the words “**Design Services for HVAC Upgrades at the MET Center**”.

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

- b) NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the

Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases.

## **PROPOSAL CONTENTS**

- a) Proposals must include the following:
  - i. A completed and signed four-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
  - ii. **One copy** of a completed and signed W-9 downloaded from the RI Division of Purchases Internet home page should be in the proposal marked **“Original”**.
  - iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked **“Original”**.

## **PROFESSIONAL FEE PROPOSAL**

- a) **Professional Services Fee Proposal scoring- 40 Points**

The bidder of the lowest opened Professional Services Fee Proposal will receive the full 40 points. The other opened Professional Services Fee Proposals will be allocated points prorated to its correlation to the low bid (e.g. a bid of twice the amount of the low bid will receive 20 points). Professional Fee proposal points are determined by the following formula:  $x/n$  (y) = **points awarded**; whereas “x” = lowest opened bid, “n”= this bid under consideration and “y”= 40 points.
- b) Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

END